



## Sustainable Procurement Policy

V1 – January 2024

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At attend2IT, we recognise the significant impact our procurement practices can have on the environment, society, and the overall sustainability of our operations. This Sustainable Procurement Policy outlines our commitment to responsible and ethical procurement practices.

### 1. Environmental Responsibility

#### 1.1 Product Lifecycle Assessment

We will assess the environmental impact of products and services throughout their lifecycle, considering factors such as raw material extraction, manufacturing, transportation, use, and disposal.

#### 1.2 Energy Efficiency

Preference will be given to products and services that promote energy efficiency and have a lower carbon footprint.

We will consider the environmental credentials of suppliers, including their commitment to using renewable energy sources.

#### 1.3 Waste Reduction

We will prioritise suppliers that actively promote waste reduction, recycling, and responsible disposal of products.

Our procurement decisions will consider the use of recyclable and biodegradable materials.

### 2. Social Responsibility

#### 2.1 Ethical Labor Practices

We will only engage with suppliers who adhere to ethical labour practices, treating their employees fairly and providing safe working conditions.

We will actively seek suppliers with certifications or commitments to fair labour standards.

#### 2.2 Diversity and Inclusion

We will encourage diversity and inclusion in our supply chain, promoting the engagement of suppliers from different backgrounds and demographics.

Suppliers will be evaluated on their commitment to diversity and equal opportunities.

## 2.3 Human Rights

We will not support suppliers engaged in human rights abuses or violations.

We will conduct due diligence to ensure our suppliers respect and uphold human rights principles.

## 3. Economic Sustainability

### 3.1 Local Sourcing

Where feasible, we will prioritise local suppliers to support the local economy and reduce transportation-related emissions.

We will encourage the development of local suppliers to enhance economic sustainability in our communities.

### 3.2 Transparent and Fair-Trade Practices

We will engage in transparent and fair-trade practices with our suppliers, ensuring that all parties involved are treated equitably.

Contract negotiations will consider fair pricing and payment terms for suppliers.

## 4. Compliance and Continuous Improvement

### 4.1 Legal Compliance

We will adhere to all relevant laws and regulations governing procurement practices.

Regular assessments will be conducted to ensure ongoing compliance.

### 4.2 Continuous Improvement

We will continuously review and improve our procurement processes to align with emerging sustainability standards and best practices at least every 12 months.

Stakeholder feedback will be actively sought to enhance our sustainable procurement efforts.

By adopting and adhering to this Sustainable Procurement Policy, we are committed to making responsible choices that positively impact the environment, society, and the economy.

 Recoverable Signature

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Dominic Hampton

Managing Director

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